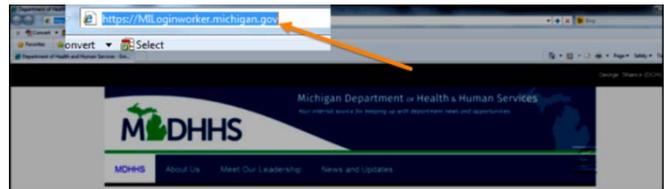


## **How to Access MILogin as a State Employee or Contractor**

The following guide is to aid State of Michigan employees and contractors in logging in to the MILogin sign on page to access State of Michigan applications. Due to varying migration schedules it is possible that not all of your applications will be located on the MILogin page at the same time and some applications may still be accessed through the existing single sign on over the next year.

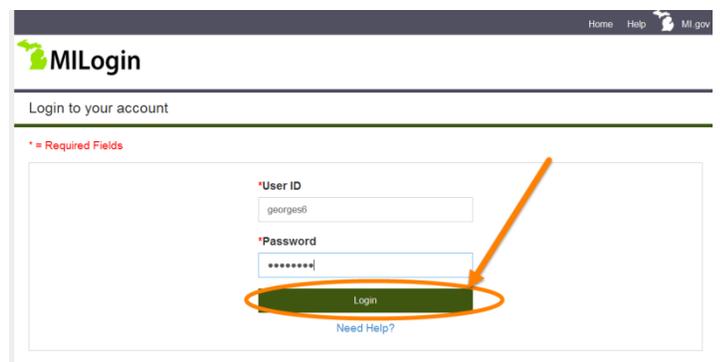
### **Getting to the MILogin Page**

1. From your home page, type <https://MILoginworker.michigan.gov>
2. Bookmark this page as a favorite for faster future access.



### **How to Log into Your MILogin Home Page**

3. Enter your State of Michigan network ID and password that you use to log in to your computer for work each day.

A screenshot of the MILogin login page. The page has a dark header with the "MILogin" logo and "Home Help MI.gov" links. Below the header, the text "Login to your account" is displayed. A red asterisk indicates required fields. There are two input fields: "User ID" with the value "georges6" and "Password" with masked characters "\*\*\*\*\*". A green "Login" button is highlighted with an orange circle, and an orange arrow points to it. Below the button is a blue "Need Help?" link.

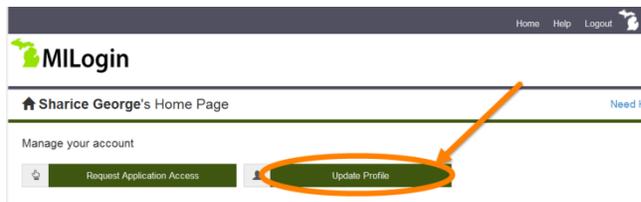
4. You are now on your MILogin home page, where you can access systems or applications that have been moved to MILogin.
5. Click on the link to the needed application. In this example the only application available is Third Party Liability.
6. After you click on the link the terms and conditions will appear for the specific application. Read through the terms and conditions and click the 'Acknowledge/Agree' button.

## How to Update your Profile

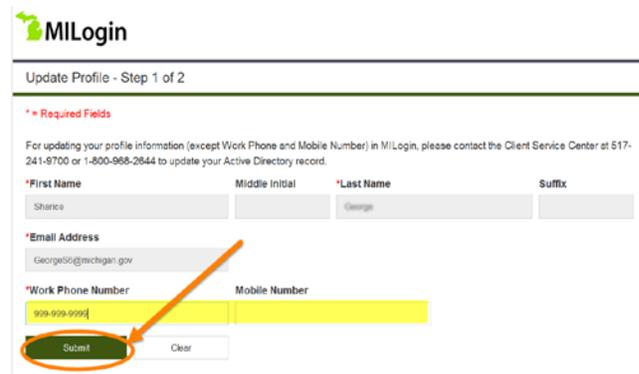
It is important that your profile have the most up to date information.

Ensure that your profile has accurate up to date information. To do so you will use the Update Profile area on the Home Page. As an employee or contractor you can only update your phone number this is not the correct way to change your name.

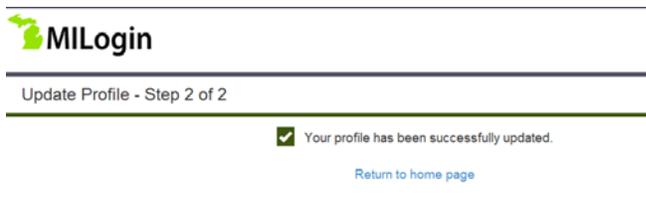
**7.** Go to your MILogin Home page and select 'update profile'.



**8.** Type the updated phone numbers and click 'submit.'

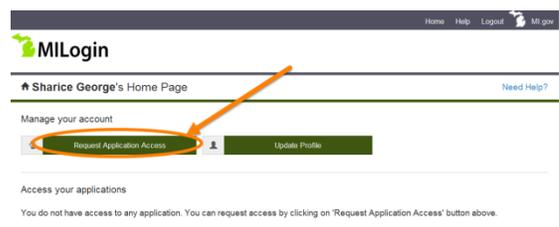
A screenshot of the "Update Profile - Step 1 of 2" form. The form contains several fields: "First Name" (Sharice), "Middle Initial", "Last Name" (George), "Suffix", "Email Address" (GeorgeSG@michigan.gov), "Work Phone Number" (929-929-9292), and "Mobile Number". The "Work Phone Number" field is highlighted in yellow. At the bottom, there are "Submit" and "Clear" buttons. The "Submit" button is circled in orange, and an orange arrow points to it from the right.

**9.** Your changes have been saved and you can continue back to the home page.



## How to Request Access for an Application

**10.** Go to your MILogin Home Page and select "Request Application Access."



**11.** You can either search for a keyword in the application's name and then search or search by clicking the agency's name.

**MILogin**  
Request Application Access

**Request application access guidelines:**  
1. Search for an application with a keyword or select an agency to view its applications  
2. Choose an application  
3. Confirm your application and click 'Request Access' to proceed

**Step 1:** Search for an application  
ted

OR

**Step 2:** Select an agency to view its applications  
Michigan Department of Health & Human Services

**12.** Click the link for the application.

**STEP 2:** Applications - Showing applications for 'Michigan Department of Health & Human Services'  
TPL Electronic Database (TED)

**13.** Select "Request Access," this will only be selectable if you have clicked on the application link for the application you are requesting.

**STEP 3:** Click on 'Request Access' button to proceed

**TPL Electronic Database (TED)**  
The Third Party Liability (TPL) activities are managed through the TPL Electronic Database (TED). TED is a collaborative database of multiple modules, such as Legal Liability Case Management, Injury Accident Questionnaires, Birthing Expenses, Post-Payment Claim Identification, Subrogation Billing, Provider Takebacks, Coverage Lead Identification, Online Coverage Submission Portal, Vendor Coverage Identification Management, Credit Balance, Accounting Reconciliation and Advanced Reporting.

**14.** After you have read and understood the terms and conditions of use; either Accept or Cancel your request.

**Request Application Access**

\* = Required Fields

Please confirm the name of the application to be requested before proceeding. By clicking on 'I Accept' you agree to the conditions of this application.

App Name: TPL Electronic Database (TED)

Terms & Conditions

Note: Click 'Cancel' to go back to your homepage.

**15.** If the Terms and Conditions are accepted the user is guided to this page requesting further information as access is not automatically granted.

**MILogin**  
Request Application Access

\* = Required Fields

This application requires following attributes:

\*Email Address

\*Work Phone Number

\*Supervisor Email Address

**16.** Submission successful.

**Caution:** Most applications have specific access protocols for requesting system access. Please follow those system specific protocols as this process does NOT replace the existing access protocols.

**MILogin**  
Request Application Access

The request for your access has been successfully submitted. You will be notified upon approval.  
Please logout and login to view the updated list of application(s) on your home page.

[Logout](#)